

COMMUNITY DEVELOPMENT DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION



200 E Wood Street
Palatine, IL 60067-5339
(847) 359-9042

**TEMPORARY FOOD
PERMIT HANDOUT**



Temporary Food Event Permit applications are exclusively available online at our Citizen Self Service Portal.

Please visit the link below to apply

<http://Citizen.palatine.il.us>

TEMPORARY FOOD EVENT PERMIT INFORMATION

WHAT IS A TEMPORARY FOOD ESTABLISHMENT?

A temporary food establishment is a food establishment that operates for a period of no more than fourteen (14) consecutive days in conjunction with a single event or celebration. Some examples of temporary food events are festivals, farmers markets, craft fairs, sporting events and fundraisers.

WHEN ARE TEMPORARY FOOD EVENT PERMITS REQUIRED

A temporary food event permit **is required** for a temporary food establishment that stores, prepares, packages, serves, vends, delivers or otherwise provides food for human consumption. This includes the following: 1) pre-packaged, time/temperature control for safety (TCS) foods, 2) any sampling of TCS foods, 3) any repackaged foods, 4) opened packages/containers of bulk foods, and 5) any prepared foods.

A temporary food event permit **is not required** for the following: 1) the sale of only commercially prepackaged foods that are not TCS foods; 2) a produce stand that offers whole, uncut fresh fruit and vegetables; 3) a private home that receives catered or home delivered foods; 4) a closed family function where food is prepared or served for individual family consumption, or 5) a cottage food operation.

REVIEW AND INSPECTION PROCESS

Permit applications shall be submitted online through the Village's Citizen Self Service (CSS) portal at least fourteen (14) days prior to the event for review and approval by the Environmental Health Division. Paper or e-mail permit applications will not be accepted. Online applications submitted less than fourteen (14) days prior to the event will not be accepted. Submit complete application information to avoid resubmittals. For events such as festivals, it is helpful that you provide the event coordinator contact information so that this Division can contact them to schedule inspections.

Once submitted, applications are generally reviewed by staff within five (5) business days. You can check the status of your application on the dashboard of your CSS account under My Permits. All temporary food establishments shall be in compliance with the Illinois Food Code, which incorporates the FDA Food Code. Temporary food establishments are subject to inspection at all times, and may not operate until a permit has been approved and issued by the Environmental Health Division. Inspection reports and permits are issued electronically and e-mailed to the applicant.

The following information has been created to assist with the permit application process. Please understand that this information is not a complete statement of all requirements and should not be used as a substitute for reviewing the Palatine Code of Ordinances and the Illinois Food Code.

FOOD ITEMS AND SOURCE

Food shall be safe, unadulterated and obtained from sources that comply with law. Food prepared in a private home may not be used or offered for human consumption in a food establishment.

If foods will be stored offsite and/or prepared in advance of the event, submit a copy of the most recent health inspection report and the current health permit for the regulated food establishment where storage offsite and/or advanced preparation will take place. If the health inspection report and permit is not issued in the applicant's name or business name, then submit a letter or contract signed by the permit holder that you have permission to conduct such food service operations from their food establishment.

Receipts or invoices of all foods purchased the day of the event must be retained and made available to this Division upon request.

FOOD SAFETY REQUIREMENTS

Time/Temperature control for safety (TCS) foods shall be maintained at 41°F or below, or 135°F and above. TCS foods require temperature control to limit microorganism growth or toxin formation. Examples of TCS foods include, but are not limited to:

- Meat
- Poultry
- Fish
- Eggs
- Dairy products
- Heat-treated plant foods (cooked vegetables, beans, rice, pasta)
- Raw seed sprouts
- Cut melons
- Cut leafy greens
- Cut tomatoes

Thermometers shall be provided to ensure proper cooking and maintenance of required temperatures, including during transportation to the event. The use of temperature logs is strongly recommended to verify maintenance of required temperatures. TCS foods not maintained at required temperatures will be subject to destruction.

Cold Holding

Adequate facilities and equipment shall be provided to maintain refrigerated, TCS foods at 41°F or below. Cold holding options include, but are not limited to ice, refrigeration and insulated containers.

Hot Holding

Adequate facilities and equipment shall be provided to maintain TCS foods at 135°F or above after cooking. Hot holding options include, but are not limited to:

- Grills
- Steam tables
- Chafing dishes
- Ovens
- Insulated containers
- Electric hot holding equipment

FOOD PROTECTION

Overhead protection, such as a tent, canopy or enclosure must be provided for the temporary food establishment. Contact the Palatine Fire Prevention Division for questions regarding the use of any cooking equipment under tents or canopies.

Food and single-service items shall be protected from contamination by storing them: 1) in a clean, dry location; 2) where they are not exposed to splash, dust or other contamination; and 3) at least 6 inches above the floor. Storage options include, but are not limited to, dunnage racks, bread racks, pallets, tables and crates. Only single-service articles shall be provided for use by the consumer.

Food on display shall be protected from contamination by the use of packaging; sneeze guards; display cases; or other effective means. Condiments shall be kept in dispensers that are designed to provide protection such as protected food displays/containers provided with the proper utensils, original dispensing containers, or individual packages/portions.

Raw foods shall be properly stored to prevent cross contamination of ready-to-eat foods. Food employees may not touch ready to eat foods with their bare hands, and shall use utensils such as deli tissue, spatulas, tongs, single-use gloves, or other dispensing equipment.

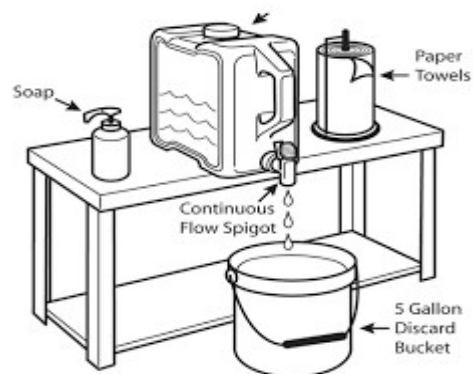
TEMPORARY HANDWASHING STATION

Food employees shall wash hands and exposed portions of their arms immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles and:

- After using the restroom
- After coughing, sneezing, eating, drinking or using tobacco
- Before using single use gloves
- After handling soiled equipment/utensils
- During food preparation and between tasks
- After engaging in any activity that contaminates hands

A facility shall be provided for employee handwashing. The temporary hand washing setup should include:

- Container of water with a free flowing spigot
- Hand soap
- Paper towels
- Waste water bucket
- Garbage can/wastepaper basket



WATER AND WASTE FACILITIES

Enough potable water shall be available for food preparation, cleaning and sanitizing utensils and equipment, and for handwashing. All sewage, including liquid waste, shall be disposed of according to law.

EMPLOYEE HYGIENE

Areas designated for employees to eat, drink and use tobacco shall be located so that food, equipment, linens, and single-service and single-use articles are protected from contamination. Food employees shall wear hair restraints such as hats, hair coverings or nets, beard restraints, and clothing that covers body hair, that are designed and worn to effectively keep their hair from contacting exposed food; clean equipment, utensils, and linens; unwrapped single-service and single-use articles.

TEMPORARY DISH WASHING STATION

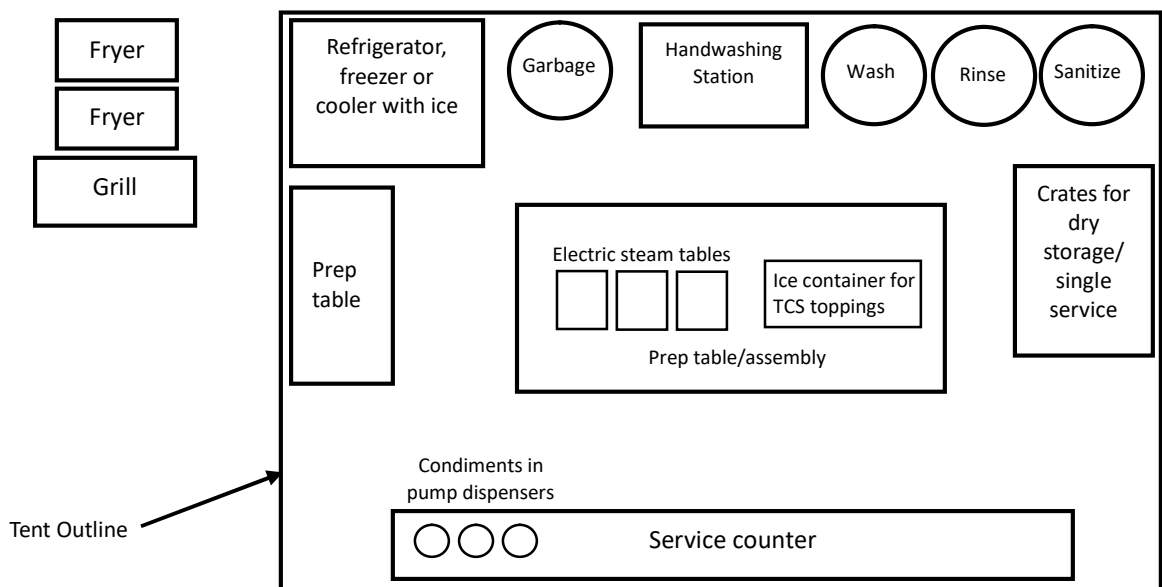
A temporary dishwashing station may be required at the event. Three buckets/containers large enough to wash, rinse and sanitize all food equipment and utensils shall be provided. Proper setup of a temporary dishwashing station includes: 1) Wash (clean water and soap), 2) Rinse (clean water) and 3) Sanitize (clean water and sanitizer). Sanitizer options include: chlorine solution and quaternary ammonium compound solution, maintained at required concentrations.

Food equipment and utensils shall be sanitized for 30 seconds and then air-dried. Wash, rinse and sanitize solutions shall be maintained clean and test strips shall be provided to monitor sanitizer concentration. Change solutions as often as necessary to prevent accumulation of food debris and to maintain required sanitizer concentration. Consider bringing additional clean or disposable utensils.

BOOTH LAYOUT

Submit a separate drawing of the booth or mobile vehicle layout with the application for the temporary food establishment. See an example below. Identify any equipment that will be used, including but not limited to:

- Service counter
- Cooking equipment such as ovens, fryers, grills
- Hot holding methods
- Handwashing station
- Garbage can
- Fire extinguisher if cooking
- Preparation tables
- Cold holding methods
- Food and single-service storage methods
- Dish washing station
- Tent/overhead protection outline
- Fans (insect prevention)



PALATINE FIRE PREVENTION DIVISION INFORMATION SPECIFICALLY FOR MOBILE FOOD, MOBILE COOKING OR MOBILE FOOD VEHICLES (I.E. FOOD TRUCKS, CARTS AND TRAILERS) AT TEMPORARY FOOD EVENTS

The Village of Palatine has adopted NFPA 1 Sec 50.7 for the enforcement of mobile cooking. Compliance with the following items will be required in order to be allowed to operate at temporary food events:

DOCUMENTS

Submit and upload the following documents on the CSS portal with your permit application:

- A report that your kitchen suppression system has been inspected with no noted deficiencies noted within the last 6 months. Invoices and inspection tags are not acceptable.
- A signed letter from the Mobile Food, Mobile Cooking or Mobile Food Vehicle owner stating that all workers have been trained in emergency response procedures including:
 - Proper use of the fire extinguishers
 - Proper methods for shutting off fuel sources
 - Proper procedures for notifying the fire department
 - Proper refueling of generators and LP-gas tanks
 - How to perform leak checks in the fuel system
 - Fuel properties

FIELD INSPECTION

An inspection of your Mobile Food, Mobile Cooking or Mobile Food Vehicle prior to the start of the event. You must schedule any inspections to be conducted at the Palatine Village Hall between the hours of 8:00 am and 4:00 pm Monday through Friday. Please call (847) 359-9029 to schedule, as there will be no onsite inspections.

Field inspections by the Fire Prevention Division will require:

- Proper fire extinguishers with current certification tags
- Wheel chocks present at time of inspection and used during the event
- Log of inspection of gas systems prior to each use shall be available for inspection by FD
- Log of leak detection testing shall be available for FD inspection

EVENT SET UP

Event set up requirements from the Fire Prevention Division:

- Separation distance from other Mobile Food, Mobile Cooking or Mobile Food Vehicle minimum of 10 feet required
- Separation distance from other vehicles minimum of 10 feet required
- Separation distance from buildings minimum of 10 feet required
- Generators in or mounted on Mobile Food, Mobile Cooking or Mobile Food Vehicle shall be protected from contact, those separated from the truck/trailer shall be protected by fencing

If you have any questions about these mobile food requirements at temporary food events, please contact the Palatine Fire Prevention Division at (847) 359-9029.